

6.2.2.- The functioning of the institutional bodies is effective and efficient as visible from policies, administrative setup, appointment and service rules, procedures, etc.

Functions of various Committees/ bodies:

Rajasthani Sammelan Education Trust (RSET), a registered educational charitable trust, was established in the year 1948 at Malad, Mumbai.

College Development Committee (CDC)/LMC:

The College Development Committee (CDC) as the apex body demonstrates authoritative power and formulates policies and is assisted by IQAC. The office and support staff handle the day to day affairs of the college.

The CDC is represented by teachers, students, support staff, and alumni. The CDC also has among its members social and noted figures from the field of Industry. Similarly, in IQAC, all the stakeholders also get due representation. The teams of CDC and IQAC formulate key policy decisions and assess proposals for the development of the college.

Principal and College Administrative Committees

The Governing council of the college takes policy decisions and leaves the day-to-day administration to the college authorities. The Principal is the key executor of the decisions. He is also assisted by the Vice- Principal. The college has a system of working through a set of committees and associations. Each association has a convener and a set of teachers & students to assist him/ her. The committee/associations are given freedom to operate within the prescribed norms. Required budgets are sanctioned from time to time. For college level events like sports day, annual college day or a full –fledge seminar, the staff meeting is convened to deliberate. Report of every major activity is given by the convener of the committees/associations to the Principal.

- 1. Admission Committee** is Appointed at the end of the preceding academic year. It ensures that all the criterion prescribed by the University of Mumbai are fulfilled by the students before processing their admission forms. The Committee prepares and display the merit list and grants admission accordingly.



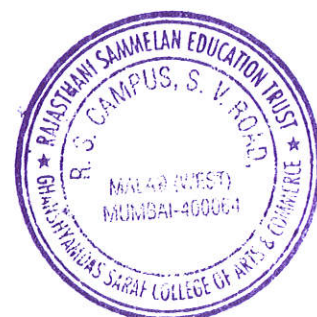
2. **Exam Committee** is a statutory committee comprising Chairperson, Senior Supervisor and Members. Internal Committee is also formed for smooth conduct of Examinations.
3. **Unfair Means Committee** is also framed according to rules and regulations given by university of Mumbai. It includes one convenor and members. The Committee investigates means/ malpractices reported by supervisors at the examination held by the college and takes appropriate actions as per the rules laid down by the university of Mumbai.
4. **Women's Development Cell (WDC)** addresses the Concerns of gender discrimination and recommends measures and policies for gender parity. It also address complaints of sexual harassment of female students of the college. The WDC undertakes awareness programmes for gender sensitisation, women rights and women empowerment and works towards promoting gender sensitivity.
5. **Attendance Committee** is regulated by the ordinance of university of Mumbai. The Committee monitors the Attendance of all learners on a monthly basis. A learner who fails to maintain minimum attendance on account of illness or any other reason, after obtaining endorsement from the parent and mentor for granting leave the decision is made by principal accordingly. The Committee display monthly list of defaulters, sends letters of intimation to parent/ guardian and obtains an undertaking from student and parent/ guardian.

Recruitment:

The college follows a formal recruitment process. Recruitment is done by appointing a panel as per the guidelines of the University. The panel appoints the candidates on the basis of his / her worthiness.

Appointment in grant in Aid faculty positions is done according to the norms of the Government of Maharashtra , University of Mumbai and joint Director of Higher Education, after receiving the NOC from Joint Director of Higher education and approval of draft advertisement by University of Mumbai.

Non- teaching staff for Grant in aid posts: After receiving NOC for vacant post from the Joint Director of Higher education., the posts are advertised.



For Unaided teaching and Non-teaching Staff: As per the vacancy, advertisement is given in widely read newspaper and staff are recruited through selection committee constituted by the Management.

Promotional policies:

The promotional policy of the college and parent institute is transparent and impartial, they follow the Performance Based Appraisal Scheme (PBAS) of the University Grants Commission (UGC) for the promotion of the teachers. Under the Career Advancement Scheme, at the college level, the IQAC helps the teacher's calculation of API and preparation of the relevant documents. As regards the non-teaching staff, the promotions are time bound. These promotions are processed after review of their Confidential Reports as provided by Principal.

Grievance Redressal Mechanism:

Where the members of the faculty, non-teaching staff or supporting staff have any grievances concerning:

- Their appointments or employment
- To the matters affecting themselves as individuals
- To matters affecting their personal dealings or relationship with other staff members of the college or students

The member of the staff may raise the matter with the Head of the department, If the staff member is dissatisfied with the result of approach as mentioned above or if the Grievance directly concerns the HOD of the department who sorts it out. Staff member may directly approach the Principal for the redressal of his/her grievance.

If the Principal feels that the grievance is of serious nature he/she shall inform the grievance committee and take action accordingly.




PRINCIPAL
Rajasthani Sammelan Education Trust
Ghanshyamdas Saraf College
Of Arts & Commerce